

REQUEST FOR PROPOSALS

Victims of Crime Act



Alabama Department of Economic and Community Affairs

Law Enforcement and Traffic Safety Division

Victims of Crime Act Program

- Underserved Population -

Issue Date:

January 9, 2015

Proposal Due Date:

January 30, 2015

Victims of Crime Act Program

The Alabama Department of Economic and Community Affairs (ADECA) Law Enforcement and Traffic Safety (LETS) Division is seeking applicants that provide direct services to victims of crime in accordance with the Victims of Crime Act, CFDA Number 16.575. For the purpose of this Request for Proposals we are specifically looking for projects aimed at serving victims of underserved populations. These underserved populations are identified, in part by the state, as victims of rural family violence, victims of elderly abuse, victims with disabilities, victims of racial or ethnic minorities, survivors of homicide and LGBT victims. Programs funded must be fully implemented and all funds expended **no later than September 30, 2015**.

Eligible Applicants:

Eligible applicants include non-profit organizations, local units of government, colleges and universities.

Proposals:

Each proposal submitted must contain one (1) original and two (2) copies.

Submission Information:

All proposals must be received no later than 3:00 p.m., **January 30, 2015**, at:

By Mail:

ADECA - LETS Division
P.O. Box 5690
Montgomery, AL 36103-5690

By Courier:

ADECA – LETS Division
Mailroom 404
401 Adams Avenue
Montgomery, AL 36104

Late Proposals:

Proposals submitted after the due date will not be considered. The Law Enforcement and Traffic Safety Division reserves the right to reject any incomplete proposals without review.

Questions:

Questions pertaining to this RFP will be accepted until the application due date and may be submitted via email to Derek Yarbrough, Human Services Program Manager, at Derek.Yarbrough@adeca.alabama.gov or contacted at (334) 353-3252.

Please keep a complete copy of your proposal (including a copy of all completed and signed attachments) for your records.

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until an agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement or professional services contract has been received. All awards are contingent upon state receipt of federal funds awarded.

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PART I – FUNDING OPPORTUNITY DESCRIPTION

A. Background on the Victims of Crime Act:

Enacted in 1984, the Victims of Crime Act (VOCA) is the central source of federal financial support for direct services to victims of crime. VOCA is administered at the federal level through the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime which annually awards a grant to each state, the District of Columbia and U.S. Territories to support victim assistance services for victims and survivors of domestic violence, sexual assault, child abuse, drunk driving, homicide, and other crimes. Since the inception of the VOCA Program, the Governor of the State of Alabama has designated the Alabama Department of Economic and Community Affairs (ADECA) Law Enforcement and Traffic Safety (LETS) Division to administer VOCA grants. ADECA in turn awards subgrants to organizations that provide direct services to victims of crime.

These funds are made available by the Office for Victims of Crime, Office for Justice Programs, U. S. Department of Justice, and are pursuant to the Victims of Crime Act. A portion of the Victims of Crime Act stipulates that a minimum of 40 percent of the state's total grant will be awarded by giving 10 percent to each of 4 categories of crime victims: sexual assault, domestic violence, child abuse, and underserved populations. Underserved victims are determined by the state grantee and are designated by type of crime, demographic and other identifying characteristics. The underserved populations are identified as victims of rural family violence, victims of elderly abuse, victims with disabilities, victims of racial or ethnic minorities, survivors of homicide and LGBT victims.

The primary purpose of VOCA is to support the provision of direct services to victims of crime throughout the state. The program goal is to provide federal funding through grant awards to agencies for projects that will provide, enhance, improve, and expand direct services to victims of crime. Direct services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety.

B. Eligibility Requirements:

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds. Each victim assistance program that receives funding under VOCA **must** meet the following requirements:

- Is operated by a public agency or a nonprofit organization, or combination;
- Meets the appropriate match requirements;
- Uses volunteers unless the VOCA administrator grants a waiver for a compelling reason;
- Promotes coordinated public and private efforts to aid crime victims within the community served;
- Assists victims in applying for crime victim compensation;
- Complies with Federal rules regulating VOCA, including Program Guidelines/Rules and the effective edition of the OJP Financial Guide;
- Maintains civil rights information;
- Complies with additional eligibility or service criteria established by the State grantees;

- Provides services to victims of Federal crimes on the same basis as services are provided to victims of State and local crimes;
- Provides services to crime victims without charge unless a waiver is obtained from the State grantee; and
- Maintains confidentiality of client-counselor and research information.

C. Allowable Costs for Direct Services:

The following is a listing of services, activities and costs that are eligible for support with VOCA grant funds within a subrecipient's organization:

- a. Services which respond to the immediate emotional and physical needs of crime victims (excluding medical care);
- b. Mental Health Assistance;
- c. Assistance with Participation in Criminal Justice Proceedings;
- d. Forensic Examinations;
- e. Costs Necessary and Essential to Providing Direct Services (such as pro-rated costs of rent, telephone service and transportation costs);
- f. Personnel costs that are directly related to providing direct services; and
- g. Restorative Justice.

D. Other Allowable Costs and Services:

The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the state grantee and subrecipient must agree that direct services to crime victims cannot be offered without support for these expenses; that the subrecipient has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

- a. Skills training for staff exclusively for developing skills of direct service providers;
- b. Training Materials;
- c. Training related travel;
- d. Equipment and Furniture (VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities);
- e. Purchasing or Leasing of Vehicles (Subrecipients may use VOCA funds to purchase or lease vehicles if they can demonstrate to the state VOCA administrator that such an expenditure is essential to delivering services to crime victims);
- f. Advanced Technologies (VOCA subrecipients must describe to the state how the computer equipment will enhance services to crime victims; how it will be integrated into and/or enhance the subrecipient's current system; the cost of installation; the cost of training staff to use the computer equipment; the ongoing operational costs, such as maintenance agreements, supplies; and how these additional costs will be supported);
- g. Contracts for Professional Services;
- h. Operating Costs;
- i. Supervision of Direct Service Providers (State grantees may provide VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims);
- j. Repair and/or Replacement of Essential Items (VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims); and

k. Public Presentations.

E. Non-Allowable Costs and Activities:

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA funds at the subgrantee level:

- a.** Lobbying and Administrative Advocacy;
- b.** Perpetrator Rehabilitation and Counseling;
- c.** Needs Assessments, Surveys, Evaluations, Studies;
- d.** Prosecution Activities;
- e.** Fundraising;
- f.** Indirect Organizational Costs;
- g.** Property Loss;
- h.** Most Medical Costs;
- i.** Relocation expenses;
- j.** Administrative Staff Expenses;
- k.** Development of Protocols, Interagency Agreements, and Other Working Agreements;
- l.** Costs of Sending Individual Crime Victims to Conferences; and
- m.** Activities Exclusively Related to Crime Prevention.

F. Review Process:

Applications are carefully reviewed for completeness and to ensure that only projects with a significant chance of success are funded. Priority for funding is based upon the following factors:

- Project eligibility as determined by the four priority program areas.
- Probability of success.
- Geographic areas of greatest need based on poverty and/or recent crime statistics.
- Jurisdictions with limited resources.
- Interagency support and multijurisdictional cooperation between the applicant and other jurisdictions in the development and implementation of the project. **Written agreements should exist and be included with the proposal.**
- Recent crime statistics for the area and the proposed number of crime victims the project would serve.
- Projects must have a goal of self-sufficiency within five years.
- Current or past grant performance. Applicants that have been previously funded by ADECA/LETS will be reviewed for past compliance, including financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation or information.

The following items explain the standards by which each application is rated. Past experience has shown that projects are successful because one person or a group of people have identified a problem, developed a solution, and carefully designed a plan to arrive at the solution. The grant application leads the grant applicant through a structured approach to problem solving. Successful applicants use these pages of the application to help the reviewer see the problem and easily understand the proposed solution. Application length is irrelevant; clarity is a critical factor in a well composed application.

- Project Impact and Priority areas - The project should be designed to address the crime victim service problems and needs of the area to be served.

- Project Feasibility - Applications should describe sufficiently and clearly how the project will be implemented.
- Interagency Collaboration - Priority will be given to projects demonstrating increased coordination and collaboration between the application and other associating agencies.
Written agreements should exist and be included with the proposal.
- Project Summary - Must include the names of counties to be served by the project.
- Design quality of proposal - The proposal is clearly written, supported by facts, and contains **measurable** objectives and performance indicators.

The following factors will also be considered in the evaluation of applications:

- Budget - Proposed expenditures are reasonable, adhere to the guidelines, equipment and personnel are documented as necessary, and each expenditure is explained in detail in the budget narrative. Positions listed in the budget **must** have a job description included with the proposal. The percentage of time for which positions are requested should be in proportion to the duties or responsibilities listed in the job description, as VOCA funds can only reimburse positions that are for providing direct services to clients.
- Interagency Coordination - Clearly outlines cooperation anticipated from other agencies or jurisdictions and why it will make the activity more successful and crime victims better served.
- Problem Section - Is clearly defined and based upon facts, a needs assessment, or statistics.
- Methods and Procedures - Tells the reader exactly what the project plans to do. It is clear to the reader that the project has been well thought out, excellent planning is evident, and chances of success are documented as good. Documents what counties will be served with this project.
- Goals & Objectives - Are relevant, specific and measurable. They specify what the program will accomplish in concrete terms. Each objective corresponds to each performance indicator. Objectives outline who will do what by when.
- Performance Indicators - The indicators match objectives exactly and are useful measurements to assess the effectiveness of the project. The project has additional measures for evaluating project impact.
- Other Relevant Factors and Requirements - Past or current grant performance may be considered where applicable. The application must contain all relevant documentation. This includes the completion of the "Budget Summary and Projection" section of the grant application.

PART II – AWARD INFORMATION

A. Estimated Funding:

Approximately \$20,000 - \$25,000 will be awarded to a single agency or agencies that present a proposal that meets the needs of the underserved population.

B. Period of Performance:

The LETS Division will award projects as soon as a determination of funding has been made. Any and all awarded funds must be expended **no later than September 30, 2015**.

C. Method of Payment:

Payments shall be made on a monthly cost-reimbursement basis over the course of the project.

D. Costs Generally Unallowable:

Per the Subgrantee Administrative Manual (SAM)

- Construction;
- Land acquisition;
- Compensation of Federal Employees;
- Travel of Federal Employees;
- Bonuses or Commissions;
- Costs of preparing proposals for potential subgrants;
- Military type equipment;
- Lobbying activities;
- Fund raising;
- Cost Allocation Plans;
- Corporate formation;
- Imputed Interest;
- Other additional costs as stated in the SAM. The most current SAM can be found at the link provided.

<http://adeca.alabama.gov/Divisions/lets/Documents/LETS%20Subgrantee%20Administrative%20Manual.pdf>

E. Cost Matching:

A 20% cash match is required from Victims of Crime Act subgrantees.

PART III – PROPOSAL CONTENTS

Each proposal submitted must contain one (1) original and two (2) copies of their proposal package.

Each proposal must contain:

- 1. A Statement of the Problem that the proposed program will address;**
- 2. Specific Goals and Objectives that will address this problem;**
- 3. Methods and Procedures that will be implemented to perform the objectives and meet the goals;**
- 4. The Evaluation Criteria that will be used to measure the progress and results of the project;**
- 5. A detailed Budget and Budget Narrative that justifies the budget.**

Additional Forms completed and signed:

- State of Alabama Disclosure Statement
- A Resolution of Applicant for Matching Funds
- Standard Subgrant Agreement Conditions and Assurances
- Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion – Lower Tier Covered Transactions (Sub-Recipient)
- Certification Regarding Lobbying
- Certification Regarding Drug-Free Workplace Requirements
- Equal Employment Opportunity Certification
- Financial Questionnaire
- List of the Board of Directors with Contact Information
- At Least Three (3) Letters of Support from Community Stakeholders
- E-Verify Documentation
- Job Descriptions and Resumes for All Personnel Listed in the Grant Application
- Job Descriptions for Volunteers
- System for Award Management (SAM) Verification